

## INTENT TO APPLY FORM

### CERTIFICATION OF CONSISTENCY WITH THE CITY OF BOSTON'S CONSOLIDATED PLAN

Please fill out and leave this form with DND staff, when you pick up the application for Certification of Consistency with the City of Boston's Consolidated Plan. This completed form provides us with a record of your intent to submit a proposal to HUD. You can hand deliver, mail or email this form to DND (DND/PDR 26 Court St. 8<sup>th</sup> fl. Boston, MA 02108 - [lyounger.dnd@ci.boston.ma.us](mailto:lyounger.dnd@ci.boston.ma.us)). Also, enclose a copy of this form with your completed application.

**INSTRUCTIONS: CHECK THE PROGRAM (S) UNDER WHICH YOU ARE PLANNING TO APPLY. FILL IN YOUR NAME, ORGANIZATIONAL INFORMATION, AND DATE.**

Check	HUD Program	HUD App. Deadline	COB Cert Deadline
	Fair Housing Programs (3)	6/29/04	6/01/04
	Public Housing Neighborhood Networks Program	6/17/04	5/26/04
	Housing Choice Voucher Family Self-Sufficiency Program Coordinators	6/22/04	5/26/04
	Housing Counseling Programs (3), Supplementals (3)	6/23/04	5/26/04
	Public Housing Neighborhood Networks Program	6/17/04	5/26/04
	ROSS - Residential Service Delivery Models – Elderly/PWD	7/01/04	6/01/04
	ROSS – Residential Services Delivery Models - Family	7/16/04	6/16/04
	ROSS – Public Housing Family Self Sufficiency Program	7/28/04	6/28/04
	ROSS – Homeownership Supportive Services	8/10/04	7/12/04
	Lead Paint Hazard Control	7/13/04	6/15/04
	Healthy Homes or Lead Tech. Studies	7/13/04	6/15/04
	Lead Outreach Grant Program	7/13/04	6/15/04
	Lead Based Paint Hazard Reduction Demonstration Program	7/13/04	6/15/04
	Healthy Homes Demonstration	7/13/04	6/15/04
	Operation Lead Elimination Action Program (LEAP)	7/13/04	6/15/04
	Comm. Outreach Partners (COPC)	7/09/04	6/09/04
	HOPWA Renewal	7/14/04	6/14/04
	Assisted Living Conversion Program (Multifamily)	7/22/04	6/22/04
	Section 202 Supportive Housing for Elderly	7/07/04	6/07/04
	Section 811 Disabilities Housing	7/07/04	6/07/04
	Mainstream Housing Opportunities for Persons with Disabilities	7/16/04	6/16/04
	Service Coordinators in Multifamily Housing	7/22/04	6/22/04
	Brownfields Economic Development Initiative	7/15/04	6/15/04
	Self-Help Homeownership (SHOP)	7/20/04	6/21/04
	YouthBuild	7/02/04	6/02/04
	Community Development Technical Assistance Programs (6)	7/08/04	6/08/04
	Continuum of Care Homeless Asst. Programs (SHP/S+C/Sec8-SRO)	7/27/04	n/a**
<b>For any program not listed above, use the rows below; the COB deadline is 4 p.m., 30 days prior to the HUD deadline.</b>			

DND reserves the right to reject late applications or, if accepted, late applications are not guaranteed that the certification will be processed in time to meet the HUD submission deadline. Always check the HUD web site for accurate deadline date. I, the undersigned, have received the certification application materials, and am aware of the deadline for submitting the application(s). I also understand that late applications may not be accepted or may not be processed in time for the applicant to meet the HUD deadline.

Name (print) \_\_\_\_\_ Signature: \_\_\_\_\_

Organization \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\* Application is submitted by the City of Boston. Individual certifications from participating agencies are not required.

**CITY OF BOSTON CONSOLIDATED PLAN**

**APPLICATION FOR CERTIFICATION OF  
CONSISTENCY FEDERAL FY2004**

APPLICANT ORGANIZATION:

PROJECT:

NEIGHBORHOOD:

☐ Citywide

**OR** check all neighborhoods that apply:

☐ Allston/Brighton ☐ Back Bay ☐ Beacon Hill ☐ Charlestown ☐ Chinatown ☐ Dorchester  
☐ Downtown ☐ East Boston ☐ Fenway/Kenmore ☐ Hyde Park ☐ Jamaica Plan  
☐ Mattapan ☐ Mission Hill ☐ North End ☐ Roslindale ☐ Roxbury ☐ South Boston  
☐ South End ☐ West Roxbury

Please write below: 1) the name of the HUD program under which you plan to apply, 2) the deadline for submitting an application to HUD, and 3) the deadline for submitting this Consolidated Plan certification request. Please carefully review and follow the deadline as listed in the HUD application in the event that they differ from our form.

\_\_\_\_\_  
**HUD Program Name**

\_\_\_\_\_  
**FY2004 HUD Application Deadline**

**Time:** 4:00 pm

**Date:**                      /                      /2004

\_\_\_\_\_  
**Boston Certification Application Deadline**

City of Boston  
Thomas M. Menino, Mayor

Department of Neighborhood Development  
Charlotte Golar Richie, Chief of Housing and Director

## **Application for Certification of Consistency with Boston Consolidated Plan**

The enclosed application materials must be completed by any organization requesting a certification that their proposed project or activity is consistent with the City of Boston's Consolidated Plan.

Certifications are required for any proposed projects to be located in the City of Boston for which you are applying directly to HUD or indirectly through an agency of the Commonwealth of Massachusetts.

If you are applying to HUD as part of the City's Continuum of Care application you do not need to obtain a separate Certification for your program or project.

Applications for certifications must be submitted to the Department of Neighborhood Development **not less than 30 days before the deadline for submitting your application to HUD**. The City may not support applications nor provide certifications for applications to be submitted to HUD for which a complete certification application has not been received by 4:00 p.m. on the specified deadline date.

Complete applications may be obtained from and must be submitted to:

### **Policy Development and Research Division/PDR**

Department of Neighborhood Development

26 Court Street, 8th floor

Boston, MA 02108

(617) 635-3601

If you have any questions, please contact:

Bob Gehret, (617) 635-0242 or Laura Younger, (617) 635-0333).

## Checklist for seeking HUD Certifications for FY2004

Please indicate which of the following certifications or determinations you are requesting. Check one or more, as appropriate:

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Certification that the proposed activities/projects in the application are consistent with the City of Boston's current, approved Consolidated Plan. You will need to complete and submit this certification application, along with a completed copy of the HUD Certification form (HUD-2991). **Contact: Laura Younger, the Department of Neighborhood Development at (617) 635-0333.**

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Certification that the proposed activities/projects in the application are consistent with the Strategic Plan for the City of Boston's Federally-designated Empowerment Zone (EZ) and that the activities/project will be located in and serve EZ residents. You will need to submit to the Empowerment Zone a copy of this certification application and HUD Certification form (HUD-2990). **Contact: Christine Araujo, Boston Connects, Inc. at (617) 541-xxxx.**

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Determination that the proposed activities/projects are consistent with and/or address an impediment to Fair Housing as identified in the City's Analysis of Impediments and Fair Housing Plan. You will need to submit a copy of this certification application and a draft of the relevant narratives from the HUD application package to the Boston Fair Housing Commission. **Contact: Marlena Richardson at (617) 635-4408.**

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Determination that the proposed activities/projects are consistent with the City of Boston's Continuum of Care plan and that the project will fill an existing gap in the City's Continuum of Care. You will need to submit a copy of this certification application, along with a completed copy of the HUD Certification form (HUD- 40076-A-CIECH). **Contact: Laura Younger, the Department of Neighborhood Development at (617) 635-0333.**

## Standards and Criteria for Consolidated Plan Certifications

Pursuant to HUD's regulations at 24 CFR 91.80, proposed applications will be reviewed on the basis of the following minimum requirements:

1. The Annual Action Plan must **indicate that the City planned to apply or was willing to support** an application by another entity under that program.
2. The **location of the project** or activity must be consistent with the geographic target areas (if any) specified in this Annual Action Plan.
3. The **activities must benefit** a category of residents for which the City's four-year Consolidated Plan shows a priority.

For a copy of the Action Plan check the City of Boston/DND web site. We also want to ensure that the limited available federal funding is targeted to project sponsors who have the capacity to deliver the proposed housing and services. In order to achieve these goals, we will require applicants to meet the following additional criteria for a Consolidated Plan certification.

1. The sponsor must identify a site for the proposed project or the application will not be considered. This is a City of Boston requirement for all projects seeking Consolidated Plan certification, even if HUD does not require site control at the time of application. (If the proposal involves only social services not associated with a particular housing development, the location where services will be provided must be identified. If the proposal is for scattered site housing, then the census tracts in which apartments will be located must be identified. If the proposal involves leasing a building, the building and/or specific census tract in which the building will be leased must be identified).
2. The project sponsor must demonstrate that it has the experience, the financial and the administrative capacity to carry out the proposed program or activity, including any proposed supportive services. Documentation of experience and capacity must include a listing of any similar projects completed by the sponsor.
3. The project sponsor must describe and document any community outreach that has been conducted to-date and outline plans for outreach, which will be conducted during project development and implementation.
4. The sponsor must demonstrate how the proposed project and the proposed site will address the needs of the project's residents.
5. The project sponsor must demonstrate how the proposed project and proposed site will contribute to the City's goal of ensuring that affordable and supportive housing opportunities will be available throughout the city or, otherwise 1) meets an overriding housing need in the market area or 2) is an integral part of an overall local strategy for the preservation of the immediate neighborhood.
6. The project sponsor must demonstrate how the proposed project will contribute to enhancing the quality of life and/or the revitalization of the neighborhood in which it is sited.
7. Project sponsors must demonstrate that the proposed site promotes greater choice of housing opportunities and avoids undue concentrations of assisted persons in neighborhoods with a high proportion of lower-income persons. The City has defined this standard to reflect HUD's policy of "promoting the provision of assisted housing in a variety of locations by avoiding significant concentrations of low-income families in any one section of a metropolitan area." An undue

concentration of low-income families will be defined as location within a census tract with 57.8% or more of the households with incomes below 50% of the Boston Area Median Income.

8. *For projects located in census tracts with concentrations of minority populations (census tracts with more than 35.6% Blacks, more than 20.8% Hispanic Origin, or more than 15.3% Asian or Pacific Islanders) the City will review all applications to determine whether or not the proposed project will significantly increase the concentration of low-income persons in such areas. Sponsors are encouraged to demonstrate that the proposed project will promote economic integration or meet an existing neighborhood need. This policy has been adopted to prevent the concentration of assisted housing in minority neighborhoods.*

In addition to these minimum HUD and City standards, the City of Boston will also review the application to ensure the proposed HUD activities are consistent with the City's overall neighborhood development objectives of: 1) providing access to and opportunity for safe, affordable, quality housing throughout the city; 2) serving the residents of such housing by providing the appropriate level of services, as necessary; and 3) providing these affordable and supportive housing opportunities in a manner which benefits the surrounding neighborhood.

### **Certifications of Consistency with EZ Strategic Plan**

Many of HUD's competitive applications provide two bonus points for projects located in and serving a federally designated Empowerment Zone. Applicants seeking these bonus points must obtain a certification that the proposed activities/project are a) consistent with the EZ Strategic Plan and b) that the proposed activity/project is located within the EZ and serves EZ residents. Determinations of consistency with the Strategic Plan and issuance of certification of consistency are made by the Support/Certification Committee of Boston Connects, Inc. (Boston's Empowerment zone). **Applicants seeking this certification should contact Christine Araujo at Boston Connects, Inc. at (617) 541-2670.**

### **Affirmatively Furthering Fair Housing & Addressing Impediments to Fair Housing**

Many of HUD's competitive grant programs also require applicants to demonstrate how their proposed project or activity will affirmatively further fair housing by promoting greater housing choice for minority persons and/or persons with disabilities. In general, this means that applicants must describe how their proposed project or activity will assist the jurisdiction in overcoming one or more of the impediments to fair housing choice identified in the City's **Analysis of Impediments to Fair Housing and Fair Housing Plan**, a companion document to the City's **Consolidated Plan**. **Applicants should contact Marlena Richardson, at (617) 635-4408 to obtain a copy of the Analysis of Impediments to Fair Housing and Fair Housing Plan.**

Applicants should complete and submit this Certification of Consistency with the Consolidated Plan Application and submit a copy to the Boston Fair Housing Commission (BFHC). Applicants should also submit to BFHC a draft of the appropriate narrative sections of their HUD application addressing how the project will affirmatively further fair housing and meet an identified impediment to fair housing. The Department of Neighborhood Development will coordinate review of the relevant sections of the Certification Application and the narratives on Fair Housing/Analysis of Impediments with the Boston Fair Housing Commission.

## Project Information for Certification Applicants

**Applicant Organization**

**Employee I.D. Number**

**Address**

**Contact Person:**

**Telephone**

**E-Mail**

**Brief Project Description** (include number of units for housing projects)

**Project Location** (please include a map with the project or program identified)

Address(s) (including zip code): \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Census Tract(s) \_\_\_\_\_

Ward & Parcel ID(s) (if known) \_\_\_\_\_

Address Confidential? ☐ YES ☐ NO

(Specify reason) \_\_\_\_\_

**Please Note: To reduce the submission burden, you may substitute appropriate sections of your HUD application for any of the following if the HUD application provides substantially the same information.**

Type of Project or Activity (check the category which fits best)	
<input type="checkbox"/>	Permanent Housing
<input type="checkbox"/>	Rental Housing
<input type="checkbox"/>	Homeownership Housing
<input type="checkbox"/>	Homeless Facility or Program
<input type="checkbox"/>	Emergency Shelter
<input type="checkbox"/>	Transitional Housing
<input type="checkbox"/>	Economic Development
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Public Facilities
<input type="checkbox"/>	Public Services
<input type="checkbox"/>	Planning and Administration
<input type="checkbox"/>	Other (Specify) _____

Proposed Use of HUD FundsHUD Funds Requested

Acquisition	\$ _____
Rehabilitation	\$ _____
New Construction	\$ _____
Other Physical Improvements	\$ _____
Lease Structure	\$ _____
Lease Units (Scattered Sites)	\$ _____
Rental Assistance	\$ _____
Home Buyer Assistance	\$ _____
Planning	\$ _____
Supportive Services	\$ _____
Operating Costs	\$ _____
Homeless Prevention Activities	\$ _____
Administration	\$ _____
Other (Specify) _____	\$ _____
 Total HUD funds requested	 \$ _____
Other funds (specify sources)	\$ _____
	\$ _____
	\$ _____
 Total Project/Program Costs	 \$ _____

Populations Served (check all that apply)	
<input type="checkbox"/>	Elderly (62+)
<input type="checkbox"/>	Frail Elderly
<input type="checkbox"/>	Youth (Ages 6-17)
<input type="checkbox"/>	Children (Under 6)
<input type="checkbox"/>	Chronic Mental Illness
<input type="checkbox"/>	Developmentally Disabled
<input type="checkbox"/>	Physically Disabled
<input type="checkbox"/>	Chronic Substance Abusers
<input type="checkbox"/>	Dually-diagnosed (Mentally Ill & Substance Abuse)
<input type="checkbox"/>	Homeless Individuals
<input type="checkbox"/>	Homeless Families
<input type="checkbox"/>	Persons with HIV/AIDS
<input type="checkbox"/>	Victims of Domestic Violence
<input type="checkbox"/>	Veterans
<input type="checkbox"/>	Other (Specify)___children with asthma_____



Housing Development Projects and Homeless Facilities			
Permanent Housing	Total Units	Bedroom Size(s) *	Total Persons
Rental			
1-4 Unit Bldg			
5 + Unit Bldg			
Homeownership			
1-4 Unit Bldg			
5+ Unit Bldg			
Homeless Facilities	Beds/Units	Bedroom size(s)	Total Occupancy
Emergency Shelter			
Transitional Housing			
* Please specify number of each bedroom size (10 SROs, 5 1-BR units, 6 2-BR, etc.)			

Economic Development Projects	
Type of Project	Number of Jobs
Retain Existing Jobs	
Create New Jobs	
Total	

Public Services/Public Facilities (check all that apply)			
Sub-Population		Number of Service Slots	Number of Persons
	Employment raining		
	Case Management		
	Child Care Services		
	Substance Abuse Services		
	Health Services		
	Mental Health Services		
	Housing Placement		
	Life Skills Training		
	Crime Awareness		
	Handicapped Services		
	Legal Services		
	Transportation Services		
	Screening for Lead-Based Paint		
	Senior Services		
	Youth Services		
	Services for Abused and Neglected Children		
	Other (Specify)_____		

Income Targeting (check all that apply)			
Income Category		Number of Housing Units	Number of Persons
	Poverty Level		
	Very Low Income (0-30% of Median Family Income)		
	Low Income (31-50% of Median Family Income)		
	Low-Moderate Income (51-80% of Median Family Income)		
	Moderate Income (81-95% of Median Family Income)		
	Over 95% of Median		

**City Assistance (for all Applicants)**

Has the proposed project received any commitment of financial or other assistance from the City of Boston? If so, please describe.

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Is this project part of or located in a target area for any City-sponsored programs or initiatives such as the Boston Main Streets or the Boston Empowerment Zone? Please describe.

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**Community Outreach Process (For all applicants)**

A). Please describe and document any outreach and discussions you have had to date with community residents, organizations, state or city elected officials regarding the proposed project:

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B). Please outline your plans for outreach during project development and implementation:

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**Sponsor Capacity (For all applicants)**

A) Please describe your organization's previous experience in developing and/or operating projects or programs similar to the type for which you are now requesting HUD assistance.

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B) Please describe the organization's financial and administrative capacity and provide documentation showing that your organization has the financial and administrative capacity to carry out the proposed project or activity.

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C) Please describe the supportive services (if any) which will be provided. Identify the proposed service provider, describe their qualifications and experience, and document their willingness and financial capacity to provide the proposed services in conjunction with your project.

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**Site and Neighborhood Considerations (Housing Projects Only)**

A) Please describe the site and major characteristics of the neighborhood in which the proposed project will be located. Explain why you chose this particular site and how this project will contribute to the quality of life and/or the revitalization of the neighborhood in which the project is located.

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B) Please describe how the proposed project will adequately address the needs of the proposed resident population.

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C) Please describe how this particular site is suited to the needs of the proposed resident population.

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D) Please describe how the project will promote economic integration or meet an existing neighborhood need.

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E) Please describe how the proposed project and site promotes greater choice of housing opportunities and avoids undue concentrations of assisted persons in neighborhoods with a high proportion of lower-income persons.

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F) Please describe how the proposed project and the proposed site 1) addresses the City's goal of providing access to affordable and supportive housing opportunities throughout the City and/or 2) meets an overriding housing need which cannot be met by another site in this housing market and/or 3) is an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood.

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**APPLICATION FOR CERTIFICATION OF CONSISTENCY  
WITH THE CITY OF BOSTON'S CONSOLIDATED PLAN  
HUD FORMS**

**THE FOLLOWING FORMS CAN BE LOCATED AND DOWNLOADED  
FROM THE HUD WEB SITE: <http://www.hudclips.org/cgi/index.cgi>.**

**HUD-2991 CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN**

**HUD-2990 CERTIFICATION OF CONSISTENCY WITH THE RC/EZ/EC STRATEGIC PLAN**

**HUD-40076-A-CIECH CERTIFICATION OF CONSISTENCY WITH THE  
CONTINUUM OF CARE**